

**PRELICENSURE NURSING PROGRAM (PON)  
NURSE FACULTY / CLINICAL INSTRUCTOR RECORD**

*To be submitted to KBN by PON Nurse Administrator within 30 days of appointment.*

Submitted By: \_\_\_\_\_  
Name of Program of Nursing

Type of Program: ☐ BSN ☐ ADN ☐ PN  
Type of Appointment: ☐ Nurse Administrator\* ☐ Nurse Faculty ☐ Clinical Instructor  
\*include documentation of required administrative experience (Reference 201 KAR 20:310).

Name of Appointee: (name as it appears on their nursing license)

\_\_\_\_\_  
Last Name First Name Middle Name Maiden Name

KY RN License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Appointment Date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Employment Status: ☐ Full-Time ☐ Part-Time \_\_\_\_\_ Percent FTE

**Initial Prelicensure Preparation in Nursing:**

☐ Diploma ☐ ADN ☐ BSN ☐ Other \_\_\_\_\_ Graduation Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Nursing Program \_\_\_\_\_ City/State \_\_\_\_\_, \_\_\_\_\_

*Additional Education Obtained:*  
College/University \_\_\_\_\_

Major	Degree Awarded	Presently Enrolled	Credits Earned
_____	<input type="checkbox"/> Yes - Yr _____ <input type="checkbox"/> No _____	_____	_____
_____	<input type="checkbox"/> Yes - Yr _____ <input type="checkbox"/> No _____	_____	_____
_____	<input type="checkbox"/> Yes - Yr _____ <input type="checkbox"/> No _____	_____	_____

**Teaching and Clinical Responsibilities in Current Appointment:**

Title of Course(s)- if not obvious, include <i>Clinical Specialty</i>	Credit Hours	(Average # Hours /Week)	
		Lecture	Clinical Instruction
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List Other Responsibilities (Committee Appointments, etc.)	Approximate # Hours Per Week
_____	_____
_____	_____
_____	_____

**ANSWER THE FOLLOWING QUESTIONS WITH RESPECT TO THIS APPOINTMENT:**

The Kentucky regulations dictate that nursing faculty (including clinical faculty) meet the following criteria. Does this faculty member:

- Have experience in the assigned clinical or functional area of responsibility with a minimum of two (2) years experience as a registered nurse within the past five (5) years or successful completion of competency based re-entry program acceptable to the board. ☐ Yes ☐ No
- Have experience in the application of principles in teaching and learning: ☐ Yes ☐ No  
If no, has an orientation program been established to meet this criterion? ☐ Yes ☐ No

*I certify that the information contained herein is correct and complete to the best of my knowledge.*

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Signature of Nurse Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**201 KAR 20:310. Faculty for prelicensure registered nurse and practical nurse programs.**

**RELATES TO:** KRS 314.111

**STATUTORY AUTHORITY:** KRS 314.131(1)

**NECESSITY, FUNCTION, AND CONFORMITY:** KRS 314.131(1) authorizes the Board of Nursing to promulgate administrative regulations necessary to enable it to carry into effect the provisions of KRS Chapter 314. This administrative regulation establishes standards for faculty of programs of nursing which prepare graduates for licensure as registered nurses or practical nurses.

**Section 1. Faculty for Prelicensure Registered Nurse Programs.**

- (3) (a) Newly appointed nurse faculty in a baccalaureate degree prelicensure registered nurse program shall hold:
1. A masters degree with a major in nursing; or
  2. A baccalaureate degree with a major in nursing and a masters degree in a related field which includes a minimum of eighteen (18) graduate hours in nursing. The eighteen (18) graduate hours in nursing may also be earned independently of the related masters degree.
- (b) Nurse faculty in an associate degree prelicensure registered nurse program shall hold:
1. A masters degree with a major in nursing;
  2. A baccalaureate degree with a major in nursing and a masters degree in a related field which includes a minimum of eighteen (18) graduate hours in nursing. The eighteen (18) graduate hours in nursing may also be earned independently of the related masters degree; or
  3. A baccalaureate degree with a major in nursing, and the nurse faculty member shall complete within five (5) years of hire a masters degree commensurate with either subparagraph 1 or 2 of this paragraph.
- (c) The nurse faculty in all educational programs whose faculty prepares students for licensure as registered nurses shall hold a temporary work permit or a current license to practice as a registered nurse in the Commonwealth of Kentucky.
- (d) The nurse faculty in all educational programs whose faculty prepares students for licensure as registered nurses shall have experience in the clinical or functional area of responsibility with a minimum of two (2) years experience as a registered nurse within the immediate past five (5) years or successful completion of a competency based reentry program acceptable to the board.
- (e) The nurse faculty in all educational programs whose faculty prepares students for licensure as registered nurses shall have experience in the application of principles in teaching and learning.**

**Section 2. Faculty for Prelicensure Practical Nurse Programs.**

- (3) (a) Nurse faculty employed after September 1, 1985 shall have earned a minimum of a baccalaureate degree by January 1, 1992.
- (b) Nurse faculty appointed after January 1, 1992 shall have a minimum of a baccalaureate degree with a major in nursing.
- (c) Nurse faculty shall hold a current license or temporary work permit to practice as a registered nurse in the Commonwealth of Kentucky.
- (d) Nurse faculty shall have experience in the clinical or functional area of responsibility with a minimum of two (2) years of experience as a registered nurse within the immediate past five (5) years or successful completion of a competency based reentry program acceptable to the board.
- (e) Nurse faculty shall have experience in the application of principles in teaching and learning.

**Section 3. Evaluation of Registered Nurse Program and Practical Nurse Program Faculty.**

- (1) Evaluation of faculty records. The nurse administrator shall submit to the board the qualifications of nurse faculty and clinical instructors upon appointment.
- (a) Official college transcripts or copies verified by the nurse administrator or designee shall be available to the board upon request.
  - (b) A complete and official record of qualifications and workload for each faculty member shall be on file and available to the board upon request.
- (2) Reevaluation of faculty records. The board shall review annually the qualifications of the faculty employed in the program of nursing. If standards are not met, the governing institution shall be notified that a new student class may not be enrolled until standards are met. Further, the program of nursing may be subject to conditional approval status in accordance with Section 2(2) of 201 KAR 20:280.

**Section 4. Faculty Supervision of Student Clinical Practice.**

- (1) Effective September 1, 1993, the maximum ratio of students to a nurse faculty member or clinical instructor in the clinical area shall be ten (10) to one (1).
- (2) The clinical instructor shall function under the guidance of the nurse faculty responsible for a given course.
- (3) The educational preparation of the clinical instructor shall at least equal the level of the appointing program. Any exception shall be justified to the board. (11 Ky.R. 1704; Am. 12 Ky.R. 17; eff. 7-9-85; 14 Ky.R. 591; eff. 11-6-87; 16 Ky.R. 1400; eff. 3-8-90; 17 Ky.R. 280; eff. 9-14-90; 19 Ky.R. 1645; eff. 2-17-93; 29 Ky.R. 2125; 2452; **eff. 4-11-03.**)